

State of Texas
Records Retention Schedule

Page 1 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| | | | | | | | | | |
|------------------------------------|------|---|------|--|------|---|--|---|--|
| 108 - CENTER FOR HEALTH STATISTICS | | | | | | | | | |
| | 2727 | MEDICAID LINKING DATA | AV | | AV | | | INFORMATION EXTRACTED FROM HHSC RECORDS | |
| | 6751 | DATA USE AGREEMENT, PUBLIC USE DATA FILE | FE+5 | | FE+5 | | | | |
| | 6752 | DATA USE AGREEMENT, RESEARCH FILE | AC+1 | | AC+1 | | | AC=EXPIRATION DATE ON FORM | |
| | 6797 | BRFSS DATA (INCLUDING STATISTICAL FILES AND PUBLIC USE DATA FILES) | AV | | AV | | | | |
| | 6799 | HEALTH SURVEYS USER GROUP (HSUG) - MEETING NOTES, ATTENDANCE SHEETS | CE+3 | | CE+3 | | | | |
| | 6800 | BRFSS REQUEST DATA FILES AND OUTPUT | AC+3 | | AC+3 | | | AC=DATE REQUEST FILLED. | |
| | 6802 | SPECIAL TELEPHONE SURVEYS' DATA AND QUESTIONAIRES (INCLUDES STEPS SURVEYS, DIABETES SURVEYS, ASTHMA CALL-BACK SURVEYS, ETC) | AV | | AV | | | | |
| | 6803 | BRFSS SERVICE LEVEL AGREEMENTS | AC+3 | | AC+3 | | | AC=DATE AGREEMENT EXPIRES. | |
| | 6804 | INFORMAL OR WORKGROUP MEETINGS | AV | | AV | | | AGENDAS, DOCUMENTATION, MEETING MATERIALS, MEETING NOTES | |
| 1.1 | 1251 | TEXAS VITAL STATISTICS ANNUAL REPORTS (BIRTH, DEATH, MARRIAGE, AND DIVORCE) (ALL YEARS) | PM | | PM | A | | RETENTION PERIOD REQUIRED TO FULFILL ONGOING REQUESTS FOR STATISTICS. | |
| 1.1 | 1268 | DATA REQUEST/DATA DISSEMINATION TRACKING SYSTEM | FE+3 | | FE+3 | | | | |
| 1.1 | 2759 | HOSPITAL DATABASE | AV | | AV | | | HOSPITAL PRIMARY CONTACT FILES | |
| 1.1 | 2762 | HOSPITAL INPATIENT DISCHARGE DATA | AV | | AV | | | | |
| 1.1 | 2797 | HEDIS DATA AND REPORTS | AV | | AV | | | | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by State Archivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 2 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| 108 - CENTER FOR HEALTH STATISTICS | | | | | | | | | |
|------------------------------------|------|--|------|--|------|--|--|--|--|
| 1.1 | 2801 | HDD COMPLIANCE RECORDS | AV | | AV | | | | |
| 1.1 | 6798 | BRFSS BLANK QUESTIONAIRES (FOR REFERENCE) | AV | | AV | | | | |
| 1.1 | 7198 | AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION (HIPAA) | AC+6 | | AC+6 | | | AC=AUTHORIZATION'S EXPIRATION DATE; 45 CFR 164.530 (j) (1)-(2) | |
| 1.1 | 7201 | RECORD OF HIPAA-AFFECTED DISCLOSURES | AC+6 | | AC+6 | | | 45 CFR 164.530 (j)(1)-(2); MAY BE INCLUDED WITHIN THE MEDICAL RECORD IF THE MEDICAL RECORD WILL BE MAINTAINED FOR AT LEAST 6 YEARS AFTER THE DISCLOSURE. AC=DATE OF DISCLOSURE | |
| 1.1 | 7204 | OTHER HIPAA PRIVACY DOCUMENTATION (INCLUDING LETTERS, MEMOS, FORMS) | 6 | | 6 | | | 45 CFR 164.530 (j)(1)-(2) | |
| 1.1 | 7207 | ACCESS TO HIPAA-AFFECTED INFORMATION - DENIED | AC+6 | | AC+6 | | | 45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION | |
| 1.1 | 7210 | AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS- HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - APPROVED | AC+1 | | AC+1 | | | AC=DATE RECORD AMENDED OR REQUEST FILLED. | |
| 1.1 | 7213 | AMENDMENT AND OTHER PRIVACY-RELATED REQUESTS- HIPAA (FOR RESTRICTIONS, ALTERNATE FORMATS/LOCATIONS, ETC.) - DENIED | AC+6 | | AC+6 | | | 45 CFR 164.530 (j)(1)-(2); AC=DATE OF DENIAL OF INFORMATION | |
| 1.1.006 | 7216 | COMPLAINTS RELATED TO PRIVACY (HIPAA) | AC+6 | | AC+6 | | | 45 CFR 164.530 (j)(1)-(2); AC=FINAL DISPOSITION OF COMPLAINT | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by State Archivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 3 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

108 - CENTER FOR HEALTH STATISTICS

| | | | | | | |
|---------|------|---|------|------|---|--|
| 1.1.007 | 2733 | ADMINISTRATIVE CORRESPONDENCE (INCLUDES HOSP DATA ADV COMM, STATEWIDE HEALTH COORD COUNCIL, STATE HEALTH PLAN, STRATEGIC PLAN, HLTH PROF RESOURCE CTR, HOSP SURVEYS, HLTH INFO RESEARCH TEAM, TX CTR FOR NURSING WORKFORCE STUDIES) (LIMITED TO FORMULATION, PLANNING, IMPLEMENTATION, INTERPRETATION, MODIFICATION, OR REDEFINITION OF THE PROGRAMS, SERVICES OR PROJECTS & THE ADMINISTRATIVE REGULATIONS, POLICIES AND PROCEDURES THAT GOVERN THEM.) | 4 | 4 | R | Vital Record. ONLY ADMINISTRATIVE CORRESPONDENCE OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. |
| 1.1.008 | 2736 | GENERAL CORRESPONDENCE (LIMITED TO DOCUMENTING THE ROUTINE OPERATIONS OF THE POLICIES, PROGRAMS, SERVICES OR PROJECTS.) | 2 | 2 | | INCLUDES SOME E-MAIL. |
| 1.1.010 | 4035 | DIRECTIVES (INCLUDES OPP COMPUTER USAGE HANDBOOK, OPP PROCEDURES MANUAL) (DOCUMENTATION THAT OFFICIALLY INITIATES, RESCINDS OR AMENDS GENERAL OFFICE PROCEDURES.) | US+1 | US+1 | | |
| 1.1.013 | 4037 | CALENDARS/APPOINTMENT BOOKS | CE+1 | CE+1 | R | INCLUDES CALENDARS IN OUTLOOK. ONLY CALENDARS, APPOINTMENT, AND ITINERARY RECORDS OF EXECUTIVE STAFF, BOARD OR COMMISSION MEMBERS, DIVISION DIRECTORS AND SECTION/UNIT/BRANCH HEADS REQUIRE ARCHIVAL REVIEW. |
| 1.1.014 | 387 | LEGAL OPINIONS AND ADVICE | AV | AV | R | |
| 1.1.020 | 2709 | PUBLIC INFORMATION REQUESTS - NOT EXEMPTED | AC+1 | AC+1 | | AC=DATE REQUEST IS FULFILLED; INCLUDES WRITTEN REQUESTS FOR PUBLICATIONS (TEXAS GOVT CODE 552.002) |
| 1.1.021 | 2728 | PUBLIC INFORMATION REQUESTS - EXEMPTED (DENIED) | AC+2 | AC+2 | | AC=DATE OF DENIAL OF REQUEST |
| 1.1.024 | 2768 | PLANNING RECORDS-METHODOLOGY, DEVELOPMENT SCHEDULES, DEVELOPMENT FILES (INCLUDES STATE HEALTH PLAN AND STRATEGIC PLAN) | AC+3 | AC+3 | R | AC=DECISION MADE TO IMPLEMENT OR NOT TO IMPLEMENT RESULT OF PLANNING PROCESS |

RETENTION CODES (Field 7)

AC - After Closed, Terminated,
Completed, Expired, Settled

AV - As Long As Administratively
Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 4 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537 3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency Item # 6. Records Series Title 7. RETENTION PERIOD Agency Storage Total 8. Archival 9. Remarks 10. 106 No.

108 - CENTER FOR HEALTH STATISTICS

| | | | | | | | |
|---------|------|---|----------|--|----------|---|--|
| 1.1.038 | 4585 | CUSTOMER SURVEYS | AC | | AC | | (INCLUDES LEGISLATIVELY MANDATED AGENCY CUSTOMER SERVICE SURVEY); SEE ITEM NUMBER 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS.AC=FINAL DISPOSITION OF SUMMARY REPORT. (SURVEYS CANNOT BE DESTROYED UNTIL SUMMARY REPORT HAS BEEN SENT TO STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD.) SEE 1.1.067 FOR SUMMARY REPORTS COMPILED FROM CUSTOMER SURVEYS. |
| 1.1.040 | 4017 | SPEECHES & PAPERS | AC | | AC | R | AC=END OF TERM IN OFFICE OR TERMINATION OF SERVICE IN A STATE POSITION. |
| 1.1.043 | 439 | TRAINING MATERIALS | US+1 | | US+1 | | |
| 1.1.057 | 1269 | TRANSITORY INFORMATION | AC | | AC | | AC=PURPOSE OF RECORD HAS BEEN FULFILLED. INCLUDES TELEPHONE MESSAGE NOTIFICATIONS & SOME E-MAIL CONTAINING ROUTINE INFORMATION USED FOR COMMUNICATION, BUT NOT FOR THE DOCUMENTATION OF A SPECIFIC AGENCY TRANSACTION. |
| 1.1.058 | 2735 | MEETING AGENDAS (INCLUDES HOSPITAL DATA ADVISORY COMMITTEE, STATEWIDE HEALTH COORDINATING COUNCIL, HEALTH PROFESSIONS RESOURCE CENTER, TEXAS HEALTH CARE INFORMATION COUNCIL; TEXAS CENTER FOR NURSING WORKFORCE STUDIES) | PM | | PM | A | SEND AGENDAS TO THE OFFICE OF THE STATE ARCHIVIST WITH COPIES OF THE APPROVED MINUTES. (SEE AGENCY ITEM #2800) |
| 1.1.058 | 2800 | MEETING MINUTES (INCLUDES HOSP DATA ADV COMM, STATEWIDE HEALTH COORD COUNCIL, INSTITUTIONAL REVIEW BOARD, HLTH PROF RESOURCE CTR; TEXAS HEALTH INFORMATION COUNCIL; TX CTR FOR NURSING WORKFORCE STUDIES) | PM | | PM | A | SEND COPIES OF THE MINUTES TO THE STATE ARCHIVIST WHEN OFFICIALLY APPROVED. |
| 1.1.060 | 2761 | AUDIO OR VIDEOTAPES OF OPEN MEETINGS (INCLUDES HOSPITAL DATA ADVISORY COMMITTEE, STATEWIDE HEALTH COORDINATING COUNCIL, HEALTH PROFESSIONS RESOURCE CENTER; TEXAS CENTER FOR NURSING WORKFORCE STUDIES.) | AC+90 DA | | AC+90 DA | | AUDIO TAPES. AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 5 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| 108 - CENTER FOR HEALTH STATISTICS | | | | | | | | | |
|------------------------------------|------|---|----------|---|----------|--|---|--|------------|
| 1.1.061 | 2857 | MEETING NOTES (INCLUDES HOSPITAL DATA ADVISORY COMMITTEE, STATEWIDE HEALTH COORDINATING COUNCIL, HEALTH PROFESSIONS RESOURCE CENTER, TEXAS HEALTH CARE INFORMATION COUNCIL) | AC+90 DA | | AC+90 DA | | | AC=OFFICIAL APPROVAL OF WRITTEN MINUTES OF THE MEETING BY THE GOVERNING BODY OF AN AGENCY. | |
| 1.1.062 | 2858 | MEETINGS - SUPPORTING DOCUMENTATION (INCLUDES HOSPITAL DATA ADVISORY COMMITTEE, STATEWIDE HEALTH COORDINATING COUNCIL, TEXAS HEALTH CARE INFORMATION COUNCIL; TEXAS CENTER FOR NURSING WORKFORCE STUDIES) | 2 | | 2 | | A | | |
| 1.1.064 | 2781 | AGENCY PERFORMANCE MEASURES DOCUMENTATION (INCLUDES DISSEMINATION TRACKING FORM) | FE+3 | | FE+3 | | | Vital Record. DOCUMENTATION OF OUTPUT, OUTCOME, EFFICIENCY AND EXPLANATORY MEASURES IN AGENCY'S APPROPRIATIONS REQUEST OR STRATEGIC PLAN & PERFORMANCE MEASURES TO MANAGE AGENCY. | |
| 1.1.065 | 2706 | SURVEYS (INCLUDES ANNUAL SURVEY OF HOSPITALS, ANNUAL STATEMENT OF COMMUNITY BENEFIT STANDARDS) | 5 | 5 | 10 | | | MUST BE RETAINED AS LONG AS ADMINISTRATIVELY VALUABLE, WHICH HISTORICALLY HAS BEEN 10 YEARS. INQUIRIES ABOUT THE SURVEYS ARE RECEIVED ROUTINELY DURING THIS RETENTION PERIOD FROM CUSTOMERS, LEGISLATORS, CITIZENS, AND WE MUST HAVE THE INFORMATION AVAILABLE TO ANSWER THEM. | 05-537-011 |
| 1.1.065 | 2860 | REPORTS AND STUDIES (NON-FISCAL) - RAW DATA (INCLUDES TX POPULATION & ESTIMATE PROJECTIONS, HOSP DATA PRODUCTS & REPORTS, HPRC REPORTS; TX CTR FOR NURSING WORKFORCE STUDIES) | AV | | AV | | | INCLUDES GIS MAP REQUESTS AND MAPS. | |
| 1.1.067 | 2862 | REPORTS AND STUDIES - NON-FISCAL (INCLUDES SHCC, LEGISLATIVELY MANDATED REPORTS) | 3 | | 3 | | R | IF REPORT HAS HISTORICAL RELEVANCE, DO NOT DESTROY REPORT BUT SEND IT TO THE STATE ARCHIVIST AT THE END OF THE RETENTION PERIOD. | |
| 1.1.069 | 4043 | REPORTS, EMPLOYEE (ACTIVITY AND PRODUCTION REPORTS USED FOR WORK-LOAD MEASURES, TIME STUDIES) | 1 | | 1 | | | | |
| 1.1.070 | 410 | AGENCY RULES, POLICIES, AND PROCEDURES- FINAL | AC+3 | | AC+3 | | R | Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 6 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

7. RETENTION PERIOD

Agency Storage Total 8. Archival 9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| 108 - CENTER FOR HEALTH STATISTICS | | | | | | | | | |
|------------------------------------|------|--|------|--|------|---|--|--|--|
| 1.1.070 | 2059 | ORIENTATION MANUAL (SHCC; TCNWS) | AC+3 | | AC+3 | R | Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. | | |
| 1.1.071 | 5143 | RULES, POLICIES AND PROCEDURES-WORKING FILES | AC+3 | | AC+3 | R | Vital Record. AC=COMPLETION OR TERMINATION OF PROGRAM, RULES, POLICIES OR PROCEDURES. | | |
| 1.2.006 | 2865 | RECORDS TRANSMITTAL FORMS | AC+2 | | AC+2 | | AC=APPROVAL FOR DESTRUCTION HAS BEEN GIVEN | | |
| 1.3.001 | 2772 | PUBLICATIONS (INCLUDES STATE HEALTH PLAN, SELECTED FACTS FOR TEXAS COUNTIES, SELECTED HEALTH PROFESSIONS, MIGRATION FOR BIRTH, RANKINGS FOR TX COUNTIES; VITAL STATISTICS ANNUAL REPORT.) | AC+2 | | AC+2 | | AC=UNTIL SUPERSEDED OR OBSOLETE. FOR NEW PUBLICATIONS, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/DSHSLIBRARY FOR THOSE PRINTED AT HHS PRINTING. FOR PUBLICATIONS PRINTED ELSEWHERE, SEND COPIES TO HHS PRINTING FOR DISTRIBUTION TO CLEARINGHOUSE / LIBRARY. | | |
| 1.3.002 | 4042 | PUBLICATION FILES - BACKGROUND MATERIALS, DRAFT COPIES, ORIGINAL ART- WORK (INCLUDES STATE HEALTH PLAN, SELECTED FACTS FOR TEXAS COUNTIES, SELECTED HEALTH PROFESSIONS, MIGRATION FOR BIRTH, RANKINGS FOR TX COUNTIES) | AV | | AV | R | INCLUDES PHOTOS | | |
| 2.2.016 | 5961 | SOFTWARE REGISTRATIONS, WARRANTIES, AND LICENSE AGREEMENTS | LA+3 | | LA+3 | | Vital Record. | | |
| 3.1 | 6681 | POSITIVE PERFORMANCE RECORDS (MAINTAINED BY SUPERVISORS) | AC | | AC | | AC=FIRST LEVEL REMINDER IS 3 MONTHS; SECOND LEVEL REMINDER IS 6 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE; THIRD LEVEL REMINDER IS 12 MONTHS WITH A COPY TO EMPLOYEE'S MASTER EMPLOYEE FILE. BEGINING AUGUST 2005 SUPERVISORS USE Employee Development Notes IN CAPPS TO DOCUMENT SECOND AND THIRD LEVEL REMINDERS, BUT A PAPER COPY IS STILL FORWARDED TO HHSC HR FOR EMPLOYEE'S MASTER PERSONNEL FILE. | | |
| 3.1.006 | 2868 | EMPLOYEE COUNSELING RECORDS | AC+3 | | AC+3 | | AC=TERMINATION OF COUNSELING. KEEP THIS RECORD SEPARATE FROM PERFORMANCE APPRAISAL. | | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated, Completed, Expired, Settled

AV - As Long As Administratively Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 7 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

4. Records

7. RETENTION PERIOD

| Series Item # | 5. Agency Item # | 6. Records Series Title | Agency | Storage | Total | 8. Archival | 9. Remarks | 10. 106 No. |
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|
|---------------|------------------|-------------------------|--------|---------|-------|-------------|------------|-------------|

108 - CENTER FOR HEALTH STATISTICS

| | | | | | | | | |
|---------|------|--|------|--|------|--|---|--|
| 3.1.014 | 5835 | EMPLOYMENT SELECTION RECORDS / NOTES (INCLUDES APPLICATIONS FOR EMPLOYMENT-NOT HIRED) | 2 | | 2 | | Vital Record maintained by CAPPS only. Send all records to CAPPS. CAPPS HAS FULLY ASSUMED THIS FUNCTIONALITY AS OF SEPT 2006. | |
| 3.1.018 | 5488 | GRIEVANCE RECORDS | AC+2 | | AC+2 | | Vital Record maintained only by HHS-Civil Rights.. MAY CONTAIN CONFIDENTIAL DATA; AC=FINAL DECISION ON GRIEVANCE. BECAUSE OF CONSOLIDATION OF HUMAN RESOURCES IN HHS ENTERPRISE, MAINTAINED IN HHS-CIVIL RIGHTS | |
| 3.1.019 | 5836 | PEFORMANCE APPRAISALS/JOURNALS | AC+5 | | AC+5 | | MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE. AC=TERMINATION OF EMPLOYEE. CAPPS ASSUMED THIS FUNCTIONALITY IN AUGUST 2005. HHS-HR MUST RECEIVE ALL PERFORMANCE APPRAISALS THAT ARE NOT ALREADY IN CAPPS. HHS-OGC REQUESTED LONGER RETENTION PERIOD. | |
| 3.1.037 | 2872 | EMPLOYEE RECOGNITION RECORDS | AC+5 | | AC+5 | | AC=TERMINATION OF EMPLOYMENT; FORWARD PRINTED COPY TO HHS MANAGER FOR HUMAN RESOURCE RECORDS FOR EMPLOYEE MASTER PERSONNEL FILE. | |
| 3.3.023 | 4630 | REQUESTS AND AUTHORIZATIONS FOR REIMBURSABLE ACTIVITIES: TRAVEL, TUITION ASSISTANCE, ETC | FE+3 | | FE+3 | | TRAVEL OFFICE ASSUMED RETENTION OF TRAVEL REQUESTS BEGINNING OCTOBER 2005. | |
| 3.4.008 | 2875 | SICK LEAVE POOL DOCUMENTATION | FE+5 | | FE+5 | | | |
| 4.1.004 | 5936 | ENCUMBRANCE DETAIL AND OTHER BUDGET INFORMATION (formerly 107 Health Information and Vital Statistics Section) | FE+3 | | FE+3 | | KEPT SEPARATELY FROM PURCHASING SOFTWARE. | |
| 4.2.002 | 4011 | CASH RECEIPTS - SALE OF OPEN RECORDS, REMITTANCE FORMS | FE+3 | | FE+3 | | | |
| 4.2.007 | 5937 | EXPENDITURE FILES (formerly 107 Health Information and Vital Statistics Section) | FE+3 | | FE+3 | | DOCUMENTATION FOR HHSAS REQUISITIONS; | |

RETENTION CODES (Field 7)

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

AC - After Closed, Terminated,
Completed, Expired, Settled

AV - As Long As Administratively
Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 8 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

___ ORIGINAL SUBMISSION

X RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| 108 - CENTER FOR HEALTH STATISTICS | | | | | | | | | |
|------------------------------------|------|--|------|---|------|--|--|--|--|
| 4.7.008 | 7266 | FEDERAL GRANT RECORDS | AC+3 | | AC+3 | | | Vital Record. AC=SATISFACTION OF ALL UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (THE COMMON RULE). | |
| 5.1.001 | 5453 | CONTRACTS (CENTER FOR HEALTH STATISTICS) | AC | 7 | AC+7 | | | Vital Record. AC=EXPIRATION OR TERMINATION OF THE INSTRUMENT ACCORDING TO ITS TERMS | (120)05-537-074; (500)10-537-555; (599)05-537-307; (550)10-537-554; (642)05-537-498; 05-537-383; 05-537-483 |
| 5.1.004 | 3983 | TELEPHONE LISTINGS | US | | US | | | | |
| 5.1.004 | 4058 | MAILING LISTS | US | | US | | | | |
| 5.1.007 | 2878 | REQUISITION FOR IN-AGENCY /INTER-AGENCY COPY/PRINTING SERVICE (INCLUDES FORMS D-8 AND D-9) | AV | | AV | | | | |
| 5.1.011 | 2879 | PHOTOCOPIER AND TELEFAX USAGE LOGS & REPORTS | AV | | AV | | | | |
| 5.1.014 | 7267 | OFFICE PROCEDURES | US+1 | | US+1 | | | | |
| 5.2.010 | 4032 | EQUIPMENT MANUALS | LA | | LA | | | | |
| 5.2.011 | 4061 | EQUIPMENT WARRANTIES | AC+1 | | AC+1 | | | AC=EXPIRATION OF WARRANTY | |
| 5.2.014 | 2881 | INVENTORY--ANNUAL PHYSICAL | FE+3 | | FE+3 | | | CONVENIENCE COPY. RECORD COPY IN EXECUTIVE AND STAFF OPERATIONS. | |
| 5.3 | 5935 | PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION (formerly 107 Health Information and Vital Statistics Section) | FE+3 | | FE+3 | | | | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated,
Completed, Expired, Settled

AV - As Long As Administratively
Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by State Archivist
E - Exempt from sending

State of Texas
Records Retention Schedule

Page 9 05/01/2016

Automated Facsimile of SLR-105

2. AGENCY CODE: 537

3. AGENCY: TEXAS DEPARTMENT OF STATE HEALTH SERVICES

4. Records

Series Item # 5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD

Agency

Storage

Total

8. Archival

9. Remarks

___ ORIGINAL SUBMISSION

__X__ RECERTIFICATION

___ REPLACEMENT PAGE

___ ADDENDUM PAGE

10. 106 No.

| | | | | | | | | | |
|------------------------------------|------|--|------|--|------|--|--|--|--|
| 108 - CENTER FOR HEALTH STATISTICS | | | | | | | | | |
| 5.3.007 | 6801 | BRFSS REQUESTS FOR PROPOSALS (RFPs) | FE+3 | | FE+3 | | | | |
| 5.3.008 | 2883 | PURCHASING LOGS | FE+3 | | FE+3 | | | | |
| 5.3.009 | 2884 | REQUESTS FOR INFORMATION (FOR PURCHASES) | AC | | AC | | | AC=DATE OF DIRECT PURCHASE, ISSUANCE OF REQUEST FOR BIDS OR DECISION NOT TO PROCEED WITH THE PROCUREMENT, AS APPLICABLE. | |

RETENTION CODES (Field 7)

AC - After Closed, Terminated,
Completed, Expired, Settled

AV - As Long As Administratively
Valuable

CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset

MO - Months
PM - Permanent
US - Until Superseded

ARCHIVAL CODES (Field 8)

VITAL Record (Include in Field 9)

A - Transfer to State Archivist
R - Review by StateArchivist
E - Exempt from sending